



# **California Emergency Management Agency**

Disaster Preparedness, Response,  
Mitigation, Recovery, and Training

# **Workshop Content**

- **Grant Reporting Tool (GRT) Overview**
- **Biannual Strategy Implementation Report (BSIR) Overview**
- **GRT Registration & User Log-in**
- **GRT Modules**
- **Input BSIR Information (Funding Module)**
- **Workflow Process**
- **Practical Application**

# **GRT & BSIR OVERVIEW**

# **Grants Reporting Tool (GRT)**

- **Web-based reporting system**
- **Efficient & accurate data collection**
- **Real-time reporting to State & Federal Government**
- **300 annual reports**

# **Biannual Strategy Implementation Report (BSIR)**

- **Definition:**

**Report of planned & actual expenditures  
to attain strategic goals & objectives**

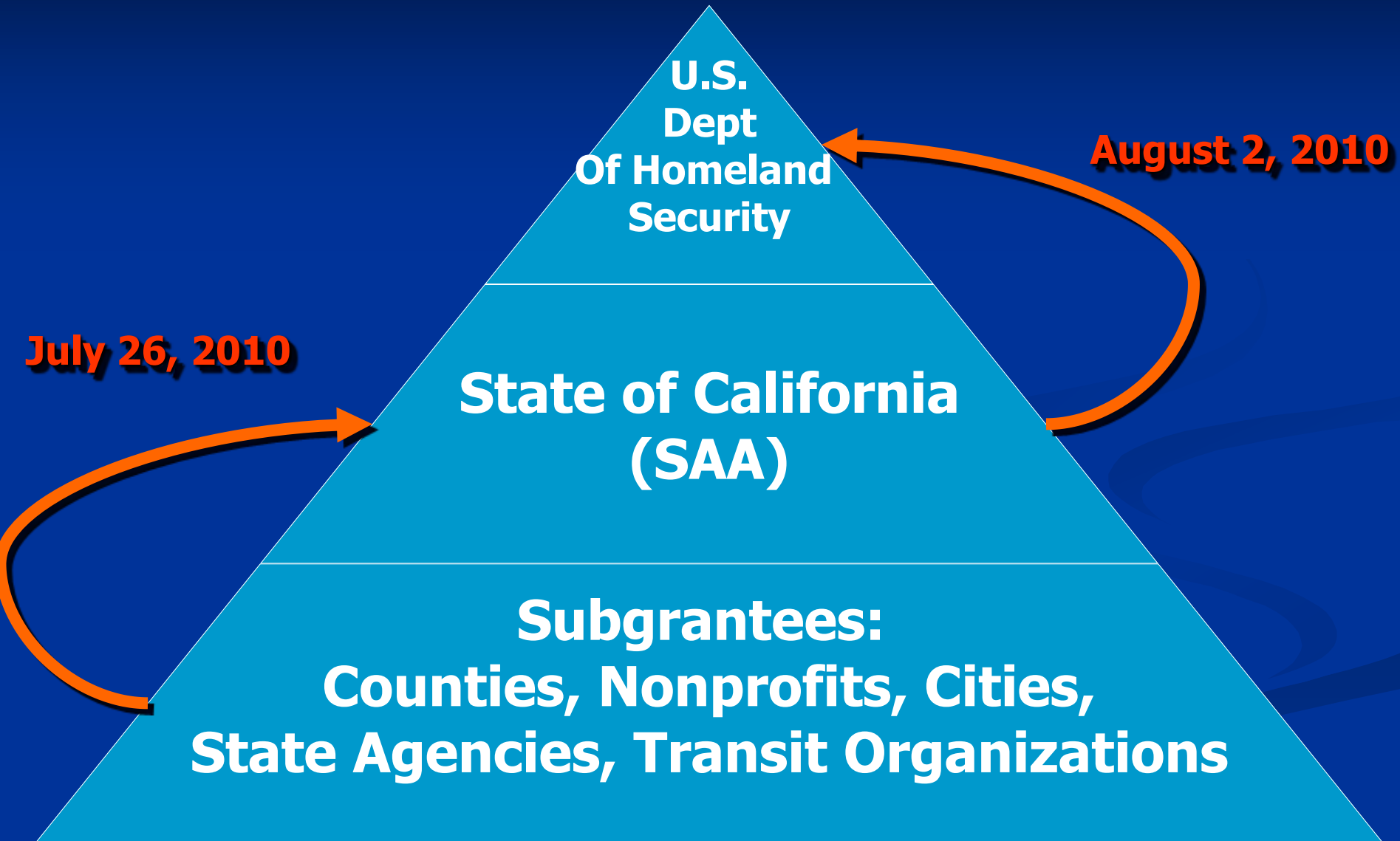
- **Requirement:**

**Due every 6 months until State is  
approved for grant year close-out**

- **HSGP includes:**

**SHSP, UASI, CCP, MMRS**

# **BSIR Deadlines**



# **GRT REGISTRATION & USER LOG-IN**

# GRT Login

<https://www.reporting.odp.dhs.gov>



## Grants Reporting Tool

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

User

Password

Login

If you need to register for an account please [click here](#)

for technical assistance, please call: 1-877-612-4357 (toll-free) or e-mail: [GRT.Support@](#)

WARNING - You are about to access a Department of Homeland Security computer system. This computer system and data thereon are the property of the U.S. Government and provided for official U.S. Government use only. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. Access to this system is restricted to authorized users only. Unauthorized access, use, or disclosure of information on this computer system, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other laws. This computer system and any related equipment are subject to monitoring for criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure the proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. Access to this system is restricted to authorized users only. Unauthorized access, use, or disclosure of information on this computer system, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other laws. This computer system and any related equipment are subject to monitoring for criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure the proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

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GRT Version: 8.1.2

**GRT Support: 1-877-612-4357**

**New GRT users: "If you need to register for an account please click here."**





# Registration Form – Step 1: Contact Information

Registration Form - Step 1

Please fill out the following  
of contact e-mail address.

If you need assistance regis

User Information

Name Prefix

Select a Prefix

First Name

Last Name

Address Line 1

Address Line 2

City

State

Select a State

Zip Code

Phone Number

Ext.

Fax Number

E-mail address

**Name**

**Address**

**Phone #**

**Fax #**

**Email**

**Email confirmation:**

- **account activation**
- **unlocking account**
- **password change**



# Registration Form - Step 2: Subgrantee Information

Registration Form

Please fill out the

Role and Organizational Assignment

Role

☐ Federal

☐ State/Direct Tribal Grantee (SAA/DTG) User

☒ Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

Organizational Assignment

California

Available Grantees/Subgrantees

NP- Abraham Joshua Heschel Day School  
NP- Adat Yeshurun Valley Sephardic Congregation  
NP- Agudath Israel of California  
NP- American Red Cross of Greater Los Angeles  
NP- American Red Cross of Santa Monica  
NP- Bais Chana High School  
NP- Bais Chaya Mushka School  
NP- Bais Yaakov School for Girls  
NP- Bernard Osher Marin Jewish Community Center  
NP- Beth Chaim Congregation

Requested Grantees/Subgrantees\*

Organizational Assignment: California

Role Assignment: Local

Select Available Grantee/Subgrantee

Clear Back Next



# Registration Form - Step 3:

## User ID & Password

Registration Form - Step 3

Please fill out the following

User ID, Password, and Hint

Please assign a User ID and Password to yourself.

Passwords must be between 8 and 15 characters in length and consist of a mix of the following: uppercase (A-Z), lowercase (a-z), numeric (0-9), and special characters ( \_ # \$ % ). Passwords cannot start with a number (0-9) or a special character ( \_ # \$ % ). Passwords must not include simple keyboard patterns (qwerty, zxcv), sequences (abc, 123), or consecutive letters in respect to case (aAaAaA).

User ID

Password

Confirm Password

Secret Question

Secret Answer

User ID

Password

Secret

Question

Clear

Back

Submit

# Password Criteria

- 8 to 15 characters & contain at least one:
  - uppercase letter (A-Z)
  - lowercase letter (a-z)
  - numeric character (0-9)
  - special character ( #, \$, \_ )
- No character repeats, sequences, key patterns
- Cannot start with number or special character
- 3 failed log-in attempts in 24 hours locks account
- 90 days of inactivity locks out user
- Must change at least once every 90 days
- Must be different from last password

# **GRT MODULES**

# GRT Modules

1. **Welcome**
2. **IJ Submission**
3. **Investment**
4. **Funding**
5. **PSIC**
6. **Approval**
7. **Organization**
8. **Users**
9. **Reporting**
10. **Strategy**
11. **Logout**

# Welcome Page

## GRT News

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) grant application kits.

### GRT News

- 12/30/2008: Please note that states and territories will not be required to report on the FY2008 Real ID grant program for the December 2008 BSIR. Although this grant program may show up on your allocation tab and on standard GRT reports, the funding amount for this grant program has been listed as \$0.00 for each state and territory. As such, states and territories will be able to submit their December 2008 BSIRs without entering data for this grant program.
  - 08/27/2008: GRT Technical Assistance Available Now!
- FEMA-sponsored GRT Technical Assistance (TA) will again be available to all States and Territories for the current ISIP and forthcoming BSIR reporting periods. A single on-site TA session of one to two days may be requested for each ISIP and BSIR reporting period. In addition to on-site TA deliveries, FEMA is pleased to offer a convenient web conference TA alternative. Requests for on-site or web conference technical assistance must be made through your FEMA Program Analyst. Please submit your requests as soon as possible in order to allow adequate scheduling time.

### Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

Guidance Documents:

[View](#)

Overview Documents:

[View](#)

For technical assistance, please call: 1-877-812-4357 (toll-free), or e-mail: [GRT Support](#).

- **Guidance Documents**
- **Overview Documents**



Welcome!

Welcome!

The Fed  
is design

GRT Nev

• 08/27/2

## Guidance Documents:

- GRT User's Guide
- Frequently Asked Questions
- What's New In the Latest Version

### Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

Guidance Documents:

GRT User's Guide

Overview Documents:

GRT User's Guide

Frequently Asked Questions

What's New in the Latest Version

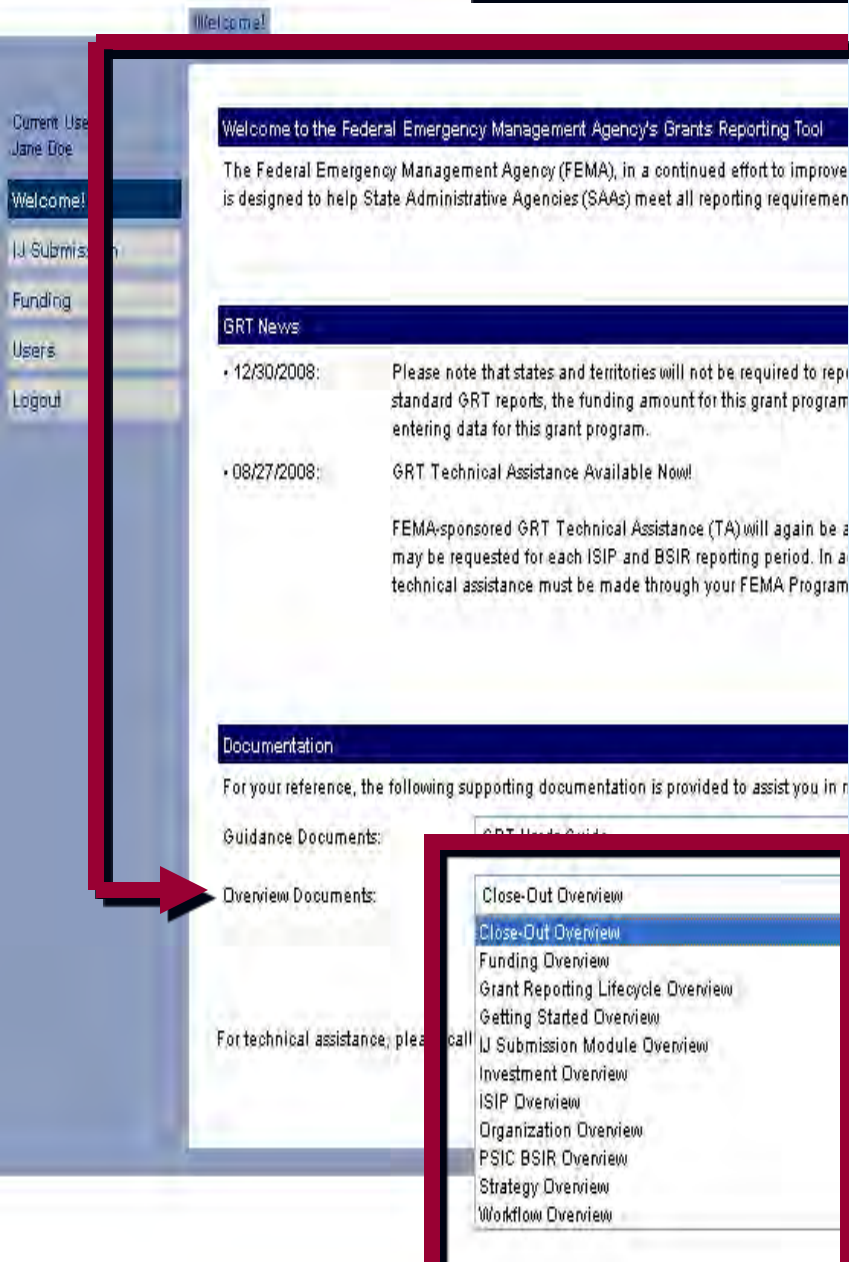
View

View

For technical assistance, please call: 1-877-612-4357 (toll-free), or e-mail: [GRT Support](#).



# Welcome Page



The screenshot shows the 'Welcome to the Federal Emergency Management Agency's Grants Reporting Tool' page. A red arrow points from the 'Welcome!' link in the left sidebar to the 'Overview Documents:' section. A red box highlights a dropdown menu for 'Overview Documents' which lists various overview documents. The page content includes a welcome message, GRT News, and a list of guidance documents.

**Welcome to the Federal Emergency Management Agency's Grants Reporting Tool**

The Federal Emergency Management Agency (FEMA), in a continued effort to improve is designed to help State Administrative Agencies (SAAs) meet all reporting requiremen

**GRT News**

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- 08/27/2008: GRT Technical Assistance Available Now!

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**Documentation**

For your reference, the following supporting documentation is provided to assist you in r

Guidance Documents:

Overview Documents:

For technical assistance, please call

**Overview Documents:**

- Close-Out Overview
- Close-Out Overview
- Funding Overview
- Grant Reporting Lifecycle Overview
- Getting Started Overview
- IJ Submission Module Overview
- Investment Overview
- ISIP Overview
- Organization Overview
- PSIC BSIR Overview
- Strategy Overview
- Workflow Overview

## Overview Documents:

- **Close-Out Overview**
- **Funding Overview**
- **Grant Reporting Lifecycle Overview**
- **Getting Started Overview**
- **IJ Submission Module Overview**
- **Investment Overview**
- **ISIP Overview**
- **Organization Overview**
- **PSIC BSIR Overview**
- **Strategy Overview**
- **Workflow Overview**

# Users Module

Current User:  
Jane Doe

Welcome!

Funding

**Users**

Logout

User Detail Change Password

## User Detail

Please fill out the following fields and press "Save" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (\*) are required.

## User Status

Current User Status

Active

## User Information

Name Prefix

Ms.

First Name

Jane

Last Name

Doe

Address Line 1

1234 Melrose Place

Address Line 2

City

Beverly Hills

State

California

Zip Code

90210

Phone Number

916-867-5309

Ext.

Fax Number

E-mail address

bothsidznow@aol.com

Last Login (Eastern Time)

2/23/2009 7:53:31 PM

Account Created (Eastern Time)

9/9/2008 2:45:05 PM

Account Last Activated By

Yamamoto, Akira (akiracy)

## Role Assignment and User Permissions

Organization

California

Available

NP- Abraham Joshua Heschel Day School  
NP- Adat Yeshurun Valley Sephardic Congregation  
NP- Agudath Israel of California  
NP- American Red Cross of Greater Los Angeles  
NP- American Red Cross of Santa Monica  
NP- Bais Chana High School  
NP- Bais Chaya Mushka School  
NP- Bais Yaakov School for Girls  
NP- Bernard Osher Marin Jewish Community Center  
NP- Beth Chaim Congregation

SA-1-CA-Governor's Office of Homeland Security (SAA)

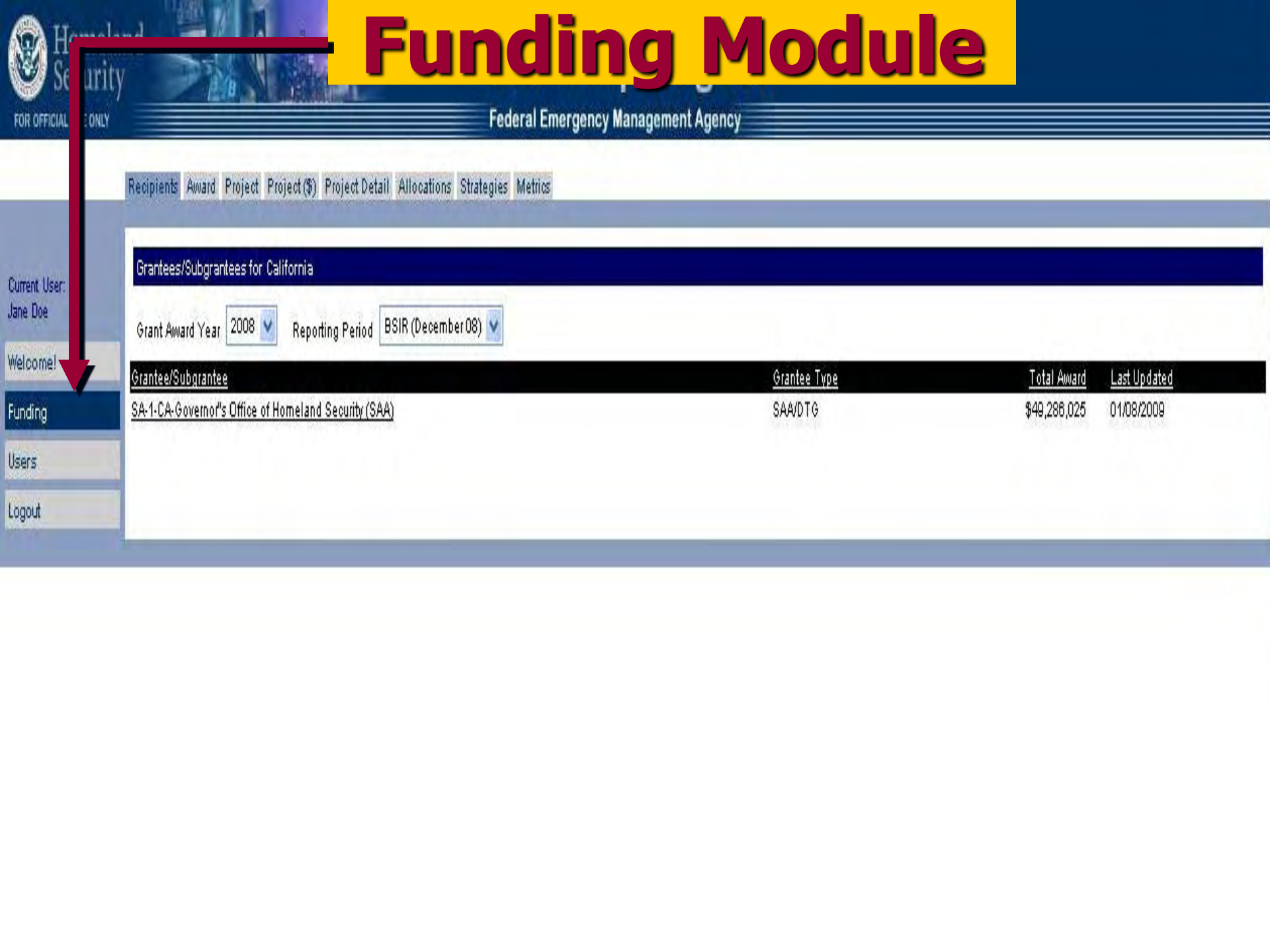
Administrative Privileges

**Update  
contact  
information**

**Administrative Privileges:  
Prefer 1 per subgrantee**

Revert to Saved

Save



# Funding Module

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Grantees/Subgrantees for California

Grant Award Year 2008

Reporting Period BSIR (December 08)

<u>Grantee/Subgrantee</u>	<u>Grantee Type</u>	<u>Total Award</u>	<u>Last Updated</u>
SA-1-CA-Governor's Office of Homeland Security (SAA)	SAA/DTG	\$49,286,025	01/08/2009

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

# Logout Button

Welcome!

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

## Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

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Overview Documents:

[View](#)

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# **ENTERING PROJECT INFORMATION (FUNDING MODULE)**

# Funding Module

- **Central location: Project information & Solution Area Funding**
- **FY09 ISIP submitted by SAA & approved by FEMA**
- **Refer to Financial Management Forms Workbook (FMFW) to complete BSIR**
- **Winter BSIR Available: 12/01/2009**

# Using Funding Module

- **Click Funding Module**
- **Select Grant Award Year & Reporting Period :**
  - **Click the appropriate Grantee/ Subgrantee if more than 1 appears**
- **Starting with Award tab, verify or edit information as necessary, moving through Tabs from left to right**

# Funding Module

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Grantees/Subgrantees for California

Grant Award Year: 2008 Reporting Period: BSIR (December 08)

Grantee/Subgrantee

SA-1-CA-Governor's Office of Homeland Security (SAA)

<u>Total Award</u>	<u>Last Updated</u>
49,286,025	01/12/2009

**8 Tabs:  
Recipients,  
Award,  
Project,  
Project (\$),  
Project Detail,  
Allocations,  
Strategies,  
Metrics**





# Funding Module, Recipients Tab

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Grantees/Subgrantees for California

Grant Award Year

2008

Reporting Period

BSIR (December 08)

Grantee/Subgrantee

SA-1-CA-Governor's Office of Homeland Security (SAA)

Grantee Type

SAA/DTG

Total Award

\$49,286,025

Last Updated

01/12/2009

**Grant Award Year,  
Reporting Period**

✓ **Total Award**  
✓ **Last Updated**

**Grantee/Subgrantee:  
Click your county, agency,  
city, or organization**

# **Funding Module, Recipients Tab**

- **Shows Total Award & Last Update**
- **Check Grant Award Year & Reporting Period**
- **Select Grantee/Subgrantee**
- **Summer 2010 BSIR:  
FY06, FY07, FY08 & FY09**

# Funding Module, Award Tab

Recipients | **Award** | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Current User: Jane Doe

Welcome!

**Funding**

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

FY 2008 Grant Programs

	Award	Obligated	Expended
SHSP ▶			
2008 ISIP	\$28,018,001	...	...
2008 BSIR (December 08)	\$13,039,956	<input type="text"/>	<input type="text"/>
UASI ▶			
2008 ISIP	...	...	...
2008 BSIR (December 08)	\$20,128	<input type="text"/>	<input type="text"/>
MMRS ▶			
2008 ISIP	...	...	...
2008 BSIR (December 08)	<input type="text"/>	<input type="text"/>	<input type="text"/>
CCP ▶			
2008 ISIP	...	...	...
2008 BSIR (December 08)	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPG ▶			
2008 ISIP	...	...	...
2008 BSIR (December 08)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter obligated & expended amounts by funding source:

**Obligated:** purchase orders & invoices

**Expended:** cash reimbursements received from State Controller

# **Awarded, Obligated, Expended**

- **Awarded**: Legal commitment of funds made by one entity to another; net total of funds awarded for a grant
- **Obligated**: Legal liability to pay under a grant, subgrant, &/or contract for services or goods incurred during the grant period
- **Expended**: Outlay of funds to fulfill an obligation (paying salaries or vendors)
- Obligated is only for the reporting period; expended is for the entire life of the grant
- Obligated + Expended cannot be  $>$  Awarded
- At closeout: Obligated=0; Award=Expended

# Funding Module, Award Tab

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homel

FY 2008 Grant Programs

SHSP ▶

2008 ISIP

2008 BSIR (December 08)

UASI ▶

2008 ISIP

2008 BSIR (December 08)

MMRS ▶

2008 ISIP

2008 BSIR (December 08)

CCP ▶

2008 ISIP

2008 BSIR (December 08)

EMPG ▶

2008 ISIP

2008 BSIR (December 08)

NSGP ▶

2008 ISIP

OPSG ▶

2008 BSIR (Decer

IECGP ▶

2008 ISIP

2008 BSIR (December 08)

EOC ▶

2008 ISIP

2008 BSIR (December 08)

BZPP ▶

2008 ISIP

2008

TSGP ▶

2008

**SHSP:** State Homeland Security Program

**UASI:** Urban Area Security Initiative

**MMRS:** Metropolitan Medical Response System

**CCP:** Citizen Corps Program

**EMPG:** Emergency Mgmt. Performance Grant

**NSGP:** Nonprofit Security Grant Program

**OPSG:** Operation Stonegarden Grant Program

**IECGP:** Interoperable Emergency Comm. Grant Program

**EOC:** Emergency Operations Center Grant Program

**BZPP:** Buffer Zone Protection Program

**TSGP:** Transit Security Grant Program

**IPR:** Inter-City Passenger Rail Security Grant Program

**RCPGP:** Regional Catastrophic Preparedness Grant Program



# Funding Module, Project Tab

Recipients Award **Project** Project (\$) Allocations Strategies Metrics

Current User: Jane Doe

Welcome!

Project View: **Project List** Check View: -- Select Self-Check View -- Grantee/Subgrantee Self-Check: **OK**

	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> A - Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level	\$5,500,000	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> B - Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> C - Intelligence Analysis	Retained at State/DTG Level	\$4,000,842	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> D - Port Security	Retained at State/DTG Level	\$50,000	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> F - Management and Administration	Retained at State/DTG Level	\$8,606,759	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> G - Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$229,051	Subgrantee Change Request	<b>OK</b>
<input type="checkbox"/> H - Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$593,760	Subgrantee Change Request	<b>OK</b>

Comments

**500 Characters Max** ← **Comments**

Check All Clear All

**To create new Project:**  
**Go to Project View drop-down menu**

2. Subgrantee Self-Check : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:

- One or more of the projects in ERROR
- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

3. Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'



# Funding Module, Project Tab

Recipients Award **Project** Project(\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

Project View:

Project List

-- Select Project List --

**Create Project**

Project List

Project History

Select View:

-- Select Self-Check View --

Grantee/Subgrantee Self-Check:

ERROR

	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A- Training and Exercise Programs and Personnel	Retained at State/DTG Level	\$7,994,000	Data Entry In Progress	OK
<input type="checkbox"/> Project B- Training and Exercise Programs and Personnel	Retained at State/DTG Level	\$2,000,000	Data Entry In Progress	OK
<input type="checkbox"/> Project C- Training and Exercise Programs and Personnel	Retained at State/DTG Level	\$9,665,000	Data Entry In Progress	OK
<input type="checkbox"/> Project D- Management and Administration	Retained at State/DTG Level	\$7,616,385	Data Entry In Progress	OK
<input type="checkbox"/> Project E- Regional Catastrophic Preparedness Grant Program (RCPGP)	Retained at State/DTG Level	\$6,000,000	Data Entry In Progress	OK

Comments

[Check All](#) [Clear All](#)

Submit

Change Status

Delete

**To create new Project:**  
**Go to Project View drop-down menu**  
**Select Create Project**

Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

between grant funding, project funding, and/or solution area funding

Recipients Award **Project** Project (\$) Project Detail Allocations Strategies Metrics

Current User: Jane Doe  
Welcome!  
Funding  
Users  
Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

Project View: Create Project **Create Project** ERROR

Create Project

Project Title: \*

Project Type: \*


Funding Type: \*

Signed MOU: ☐

Project Description: \* 

1,000 Characters Max

Create Project



**To create new Project:**  
**Enter project information from FMFW**  
**Repeat for additional new Projects**



# **Adding New Projects**

- **Click “Create Project” in Project View dropdown menu**
- **Add approved Projects from FMFW with Project Letters (Project A, B, C,...)**
- **Select Project List from Project View dropdown menu**
- **Click each new Project & enter information from FMFW in each of 5 Tabs**

# **Funding Module, Project Tab**

- **FY06, FY07, FY08 & FY09 :**
  - **Enter information from Financial Management Forms Workbook (FMFW) in each of 5 Tabs for each Project**
  - **Any modifications in FMFW, for current BSIR reporting period, must be entered in BSIR**
- **Save frequently: 20 minute GRT time out**

# Funding Module, Project Tab

## Project View: Project List

Recipients Award **Project** Project (\$) Allocations Strategies Metrics

Current User: Jane Doe

Welcome!

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2005 BSIR (December 08)

Project View: Project List Self-Check

Project Title	Funding Type	Funding Amount	Subgrantee Change Request	Status
<input type="checkbox"/> A - Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level			OK
<input type="checkbox"/> B - Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Subgrantee Change Request	OK
<input type="checkbox"/> C - Intelligence Analysis	Retained at State/DTG Level	\$4,000,842	Subgrantee Change Request	OK
<input type="checkbox"/> D - Port Security	Retained at State/DTG Level	\$50,000	Subgrantee Change Request	OK
<input type="checkbox"/> F - Management and Administration	Retained at State/DTG Level	\$8,606,759	Subgrantee Change Request	OK
<input type="checkbox"/> G - Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$229,051	Subgrantee Change Request	OK
<input type="checkbox"/> H - Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$593,760	Subgrantee Change Request	OK

Comments

Check All Clear All

Submit Change Status Delete

For Additional Detailed Information on the Project tab [click here](#)  
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. Project Self-Check : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:
  - Strategies Completion
  - Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
  - Project Funding & Solution Area Funding tie out
  - Metrics Completion
2. Subgrantee Self-Check : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:
  - One or more of the projects in ERROR
  - All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding
3. Submitting Projects
  - Pass all self-checks
  - Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

Click a specific Project



# Funding Module, Project (\$) Tab

Recipients Award Project **Project (\$)** Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

## Project Funding Summary

Project Title: *	Project A- SRA Analysts and Support
Project Type: *	Establish / enhance sustainable Homeland Security Planning Program
Funding Type: *	Retained at State/DTG Level
Signed MOU:	<input type="checkbox"/>
Project Description: *	SRA Analyst and Support

Project Notes:

**4,000 Characters Max**

Total Grants Funding:

SHSP	\$13,039,956
UASI	\$20,128,700
MMRS	
CCP	

**Project Notes: Describe progress of Project in past 6 months (not required but recommended)--include initials & date**

IPR	
RCPGP	\$6,000,000
MSICG	
REALID	
Total	\$49,286,025

## Funding Module, Project (\$) Tab

[illegible]

Total Project Funding	
2008 BSIR (December 08)	\$6,994,000

## Shared Funding Grantee/Subgrantee

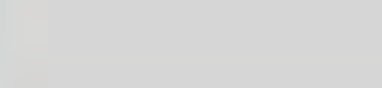
## Available Grantee/Subgrantee(s)

[illegible]

$\gg \gg \gg$

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## Shared Funding Grantee/Subgrantee(s)







# Funding Module, Project Detail Tab

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

IJ Submission

Funding

Users

Logout

## Project Detail

Project Title:

Project A- SRA Analysts and Support

Project Description:

SRA Analyst and Support

Self-Check:

OK

Submission Type: \*

Sacramento Urban Area

Investment Supported:

Structure Protection

2008 Investment Justification Target Capabilities

Explosive Device Response Operations

Intelligence and Information Sharing and Dissemination

2008 BSIR (December 08) Target Capabilities

Primary Target Capability: \*

Critical Infrastructure Protection

Available Secondary Target Capabilities

Animal Disease Emergency Support  
CBRNE Detection  
Communications  
Community Preparedness and Participation  
Critical Resource Logistics and Distribution  
Economic and Community Recovery  
Emergency Operations Center Management  
Emergency Public Information and Warning  
Environmental Health  
Explosive Device Response Operations  
Fatality Management  
Fire Incident Response Support  
Food and Agriculture Safety and Defense

Assigned Secondary Target Capabilities (e.g., four)

Intelligen

**3 Steps:**

**1) Select IJ**

**2) Select  
Primary Target  
Capability**

**3) Select Secondary  
Target Capability:  $\leq 4$**

Continue

# Funding Module, Project Detail Tab

- **Click Investment Alignment dropdown menus:**
  - \* **Submission Type**
  - \* **Investment Supported**
- **Investment Justification Target Capabilities are pre-populated**
- **Select Primary Target Capability & Secondary Target Capabilities (≤4)**



# Funding Module, Allocations Tab

Recipients Award Project Project (\$) Project Detail **Allocations** Strategies Metrics

Current User:  
Jane Doe

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IJ Submission

**Funding**

Users

Logout

SA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

Solution Area: Planning

Project Title: Project A- SRA Analysts and Support

Project Description: SRA Analyst and Support

Total Project Funding:

SHSP \$1,078,440

UASI \$5,915,560

MMRS

CCP

EMPG

NSGP

DPSG

Total Solution Area Funding:

REALID

Total \$6,994,000

OK

Solution Area Subcategories

SHSP

Public education & outreach

2008 BSIR (December 08)

Interoperable emergency communications education and outreach

2008 BSIR (December 08)

Develop and enhance interoperable emergency communications plans

2008 BSIR (December 08)

## 3 Steps:

### Step 1:

Click Solution Area drop-down menu: Planning, Organization, Equipment, Training, Exercises, Management & Administration

### Step 2: Enter funding into Solution Area Sub-categories



# Funding Module, Allocations Tab

Disciplines			
	SHSP	UASI	Total
Agriculture			
2008 BSIR (December 08)	---	---	---
Cyber Security			
2008 BSIR (December 08)	---	---	---
Emergency Management			
2008 BSIR (December 08)	---	---	---
Emergency Medical Services (Non fire-based)			
2008 BSIR (December 08)	---	---	---
Emergency Medical Services (Fire-based)			
2008 BSIR (December 08)	---	---	---
Fire Service			
2008 BSIR (December 08)			
Governmental/Administrative			
2008 BSIR (December 08)			
Health Care			
2008 BSIR (December 08)			
HazMat			
2008 BSIR (December 08)			
Law Enforcement			
2008 BSIR (December 08)			
Not for Profit/Non-Profit			
2008 BSIR (December 08)	---	---	---
Public Health			
2008 BSIR (December 08)	---	---	---
Public Safety Communications			
2008 BSIR (December 08)	---	---	---
Public Works			
2008 BSIR (December 08)	---	---	---
Regional Transit System			
2008 BSIR (December 08)	---	---	---

**Step 3: Enter funding  
into Disciplines by  
grant type**

# Funding Module, Strategies Tab

FOR OFFICIAL USE ONLY

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

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Funding

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SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

## Goals and Objectives

Project Title: Project A- SRA Analysts and Support  
Project Description: SRA Analyst and Support  
Self-Check: OK

**Identify Project Goals & Objectives:**

## State Goals and Objectives

### PRIMARY GOAL

2008 BSIR (December 08) Strengthen Information Sharing and Collaboration Capabilities and Strengthen Law Enforcement Investigation and Operations

### OBJECTIVE (1)

2008 BSIR (December 08) (Planning, Organization) Build Interoperable Communication capabilities for information sharing between Law Enforcement Operators. (July 2008)

### NATIONAL PRIORITY (1)

2008 BSIR (December 08) Strengthen Information Sharing and Collaboration Capabilities

### OBJECTIVE (2)

2008 BSIR (December 08) Not selected.

### NATIONAL PRIORITY (2)

2008 BSIR (December 08) Not selected.

**Select one Goal & one or more Objectives**

## Urban Area Goals and Objectives

### PRIMARY GOAL

2008 BSIR (December 08) 3. Enhance and sustain the ability of regional emergency response

### OBJECTIVE (1)

2008 BSIR (December 08) 3.1 Integrate the National Incident Management System (NIMS) (NP2) (NP4) (NP5) (NP7)

### NATIONAL PRIORITY (1)

2008 BSIR (December 08) Implement the NIMS and NRP

### OBJECTIVE (2)

2008 BSIR (December 08) Not selected.

### NATIONAL PRIORITY (2)

2008 BSIR (December 08) Not selected.



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# Funding Module, Metrics Tab

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

IJ Submission

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

## Project Funding Summary

Project Title: Project A- SRA Analysts and Support

Project Description: SRA Analyst and Support

Self-Check: OK

### Total Project Funding:

CCP

SHSP

UASI

EMPG

MMRS

BZPP

OPSG

TSGP

IPR

NSGP

IECGP

EOC

RCPGP

MSICG

REALID

Total

Metrics Exception: ☒ No metrics associated with this project

## Planning

	Applicable	Total Planned for Life of Grant	Total Accomplished for Current Reporting Period	Total Cumulative Accomplished
Assessments Conducted				
Terrorism Risk Assessments	<input type="text" value="N/A"/>	...	...	<input type="text"/>
Identification of Critical Infrastructure and Key Assets	<input type="text" value="N/A"/>	...	...	<input type="text"/>

Metrics Exception: ☐ No metrics associated with this project

## Planning

	Applicable	Total Planned Life of Gran
--	------------	-------------------------------

### Assessments Conducted

Terrorism Risk Assessments	N/A	...
Identification of Critical Infrastructure and Key Assets	Yes	✓
All-Hazards Analysis and Risk Assessments	N/A	...
Capability Gap Analysis / Shortfalls Against Planning Scenarios / Capacity Thresholds	N/A	...
Point Vulnerability Assessments	N/A	...

### Plans and Procedures Developed/Enhanced

Terrorism Prevention/Deterrence Plan	Yes	✓
Site and Buffer Zone Security Plan	N/A	...
Risk Mitigation Plan	N/A	...
COOP/COG Plan	N/A	...
Interoperable Communications Plans	N/A	...
Develop / Enhance Emergency Operations Plans	N/A	...
Develop / Enhance Emergency Operations Plans: Integration of Citizen / Volunteer Resources	N/A	...
Develop / Enhance Emergency Operations Plans: Other EOP Elements and Annexes	N/A	...
All-Hazards Mitigation Plan	N/A	...
Crisis Communications Plan	N/A	...

**Click Metrics Exception checkbox indicating "No metrics associated with this project."**

# **PSIC MODULE**

# **4 GRT SELF-CHECKS**



Recipients Award **Project** Project(\$) Project Detail Allocations Strategies Metrics

Current User: Jane Doe

Welcome!

IJ Submission

**Funding**

Users

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SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

Project View: Project List Self-Check View: -- Select Self-Check View -- Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
Project A- SRA Analysts and Support	Retained at State/DTG Level	\$6,994,000	Submitted to FEMA	OK
Project B- Critical Infrastructure FSIVA Teams	Retained at State/DTG Level	\$2,000,000	Submitted to FEMA	OK
Project C- Training and Exercise Programs and Personnel	Retained at State/DTG Level	\$9,665,000	Submitted to FEMA	OK
Project D- Management and Administration	Retained at State/DTG Level	\$7,616,385	Submitted to FEMA	OK
Project E- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project F- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project G- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project H- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project I- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project J- (RCMP)	Retained at State/DTG Level At Request of Local(s)	\$6,000,000	Submitted to FEMA	OK
Project K- NSGP	Retained at State/DTG Level At Request of Local(s)	\$422,218	Submitted to FEMA	OK

## 4 Self-Checks:

### Self-Check #1: Project View drop-down menu: Click Project List

### Project Self-Check: Green "OK"

# Funding Module, Project Tab

FOR OFFICIAL USE ONLY

Recipients Award **Project** Project (\$) Project Detail Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

IJ Submission

**Funding**

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

Project View: -- Select Project List -- Self-Check View: Grant Program

## Grant Program

SHSP	UASI	MMRS	CCP	MPG	NSGP	OPSG	IECGP	EOC	BZPP	TSGP	IPR	RCPGP
Project A- SRA Analysts and Support												
\$1,078,440.00	\$5,915,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project B- Critical Infrastructure FSIYA Teams												
\$520,000.00	\$1,480,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project C- Training and Exercise Programs and Personnel												
\$2,512,900.00	\$7,152,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project D- Management and Administration												
\$3,302,700.00	\$4,313,685.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project E- Regional Catastrophic Preparedness Grant Program (RCPGP)												
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000,000.00
Project F- Interoperable Emergency Communications Grant												
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,488,622.00	\$0.00	\$0.00	\$0.00	\$0.00
Project G Buffer Zone Protection Program												
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,379,000.00	\$0.00	\$0.00	\$0.00

## 4 Self-Checks:

**Self-Check #2: Self-Check View drop-down menu: Click Grant Program**

Total												
\$10,039,956.00	\$20,128,700.00	\$0.00	\$0.00	\$0.00	\$422,218.00	\$7,650,000.00	\$2,488,622.00	\$0.00	\$7,379,000.00	\$41,760,804.00	\$0.00	\$6,000,000.00
Award Information												
\$10,039,956.00	\$20,128,700.00	\$0.00	\$0.00	\$0.00	\$422,218.00	\$7,650,000.00	\$2,488,622.00	\$0.00	\$7,379,000.00	\$41,760,804.00	\$0.00	\$6,000,000.00

The screenshot displays a software interface with a grid of numerical data. A red arrow points from a text box labeled "Green "OK"" to a green "OK" button in the grid. Another red arrow points from the text box to a green "OK" button in the bottom row. A red oval highlights the bottom row of the grid.

[Logout](#)

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
Project A- SRA Analysts and Support								
\$0.00	\$0.00	\$0.00	\$0.00	\$6,994,000.00	\$0.00	\$6,994,000.00	\$6,994,000.00	OK
Project B- Critical Infrastructure FSIVA Teams								
\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$2,000,000.00	\$2,000,000.00	OK
Project C- Training and Exercise Programs and Personnel								
\$0.00	\$5,095,365.00	\$0.00	\$0.00	\$4,569,635.00	\$9,665,000.00	\$9,665,000.00	\$9,665,000.00	OK
Project D- Management and Administration								
\$0.00	\$0.00	\$7,616,385.00	\$0.00	\$0.00	\$0.00	\$7,616,385.00	\$7,616,385.00	OK
Project E- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$6,000,000.00	\$0.00	\$6,000,000.00	\$6,000,000.00	OK
Project F- Interoperable Emergency Communications Grant								
\$0.00	\$0.00	\$0.00	\$0.00	\$2,488,622.00	\$0.00	\$2,488,622.00	\$2,488,622.00	OK
Project G- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$7,379,000.00	\$0.00	\$7,379,000.00	\$7,379,000.00	OK
Project H- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$41,760,804.00	\$0.00	\$41,760,804.00	\$41,760,804.00	OK
Project I- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$7,650,000.00	\$0.00	\$7,650,000.00	\$7,650,000.00	OK
Project J- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$3,893,271.00	\$0.00	\$3,893,271.00	\$3,893,271.00	OK
Project K- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$422,218.00	\$0.00	\$422,218.00	\$422,218.00	OK
Project L- Regional Catastrophic Preparedness Grant Program (RCPGP)								
\$0.00	\$0.00	\$0.00	\$0.00	\$78,165,697.00	\$4,569,635.00	\$95,869,300.00	\$95,869,300.00	OK

## 4 Self-Checks:

# Self-Check #3: Self-Check

## View drop-down menu:

### Click Solution Area

## Green "OK"



The screenshot shows a software interface with a table. The table has four columns and one row of data. The first column contains the value '\$7,616,385.00', the second column contains '\$0.00', the third column contains '\$78,185,597.00', and the fourth column contains '\$4'. The table is set against a light blue background.

\$7,616,385.00	\$0.00	\$78,185,597.00	\$4
----------------	--------	-----------------	-----



# Funding Module, Project Tab

Recipients Award **Project** Project (\$) Project Detail Allocations Strategies Metrics

Current Users: Jane Doe

Welcome!

IJ Submission

**Funding**

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2008 BSIR (December 08)

Project View: -- Select Project List -- Self-Check View: **Project Validation**

**Project Validation**

Goals and Objectives	Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
Project A- SRA Analysts and Support	100%	100%	100%	100%	OK
Project B- Critical Infrastructure FSIVA Teams	100%	100%	100%	100%	OK
Project C- [illegible]	100%	100%	100%	100%	OK
Project D- [illegible]	100%	100%	100%	100%	OK
Project E- [illegible]	100%	100%	100%	100%	OK
Project F- [illegible]	100%	100%	100%	100%	OK
Project G- [illegible]	100%	100%	100%	100%	OK
Project H- [illegible]	100%	100%	100%	100%	OK
Project I- [illegible]	100%	100%	100%	100%	OK
Project J- [illegible]	100%	100%	100%	100%	OK
Project K- NSGP	100%	100%	100%	100%	OK

**Self-Check**

OK OK OK OK OK

**4 Self-Checks:**

**Self-Check #4: Self-Check View drop-down menu: Click Project Validation**

**Green "OK"**



# **BSIR Submittal**

# Funding Module, Project Tab

Recipients Award Project Project(\$) Allocations Strategies Metrics

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2006 BSIR (December 08)

Project View:  Self-Check View:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> A - Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level	\$5,500,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> B - Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> C - Intelligence Analysis	Retained at State/DTG Level	\$4,000,420	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> D - Port Security	Retained at State/DTG Level	\$5,000,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> E - Management and Administration	Retained at State/DTG Level	\$8,600,590	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> G - Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$22,000,510	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> H - Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$59,000,800	Data Entry In Progress	<input type="button" value="OK"/>

Comments

For Additional Detailed Information on the Project tab [click here](#)  
Steps for Submitting Project to SAA/DTG:

**Project Status:  
Data Entry in Progress**

**BSIR submittal (2 steps):**  
**Step 1: Click Check All**

- One or more of the projects in ERROR
- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

### 3. Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

# Funding Module, Project Tab

Recipients Award **Project** Project(\$) Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2005 BSIR (December 08)

Project View:  Self-Check View:

Grantee/Subgrantee Self-Check:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level	\$5,500,000	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Intelligence Analysis	Retained at State/DTG Level	\$4,000,842	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Port Security	Retained at State/DTG Level	\$50,000	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Management and Administration	Retained at State/DTG Level	\$8,606,759	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$229,051	Data Entry In Progress	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$593,760	Data Entry In Progress	<input type="button" value="OK"/>

Comments

Click Submit button

For Additional Detailed Information on the Project tab [click here](#)  
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. Project Self-Check : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:

- Strategies Completion
- Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
- Project Funding & Solution Area Funding tie out
- Metrics Completion

2. Subgrantee Self-Check : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:

- One or more of the projects in ERROR
- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

3. Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry In Progress' or 'Subgrantee Change Request'

# Funding Module, Project Tab

Recipients Award Project Project(\$) Allocations Strategies Metrics

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2005 BSIR (December 08)

Project View:

Self-Check View:

Grantee/Subgrantee Self-Check:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> A - Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level	\$5,500,000	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> B - Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> C - Intelligence Analysis	Retained at State/DTG Level	\$4,000,800	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> D - Port Security	Retained at State/DTG Level	\$50,000	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> F - Management and Administration	Retained at State/DTG Level	\$8,806,700	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> G - Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$229,000	Project Submitted	<input type="button" value="OK"/>
<input type="checkbox"/> H - Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$593,700	Project Submitted	<input type="button" value="OK"/>

Comments

For Additional Detailed Information on the Project tab [click here](#)  
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

**Project Status:  
Project Submitted**

**BSIR submittal (2 steps):**  
**Step 2: Click Check All**

between grant funding, project funding, and/or solution area funding

3. Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'



# Funding Module, Project Tab

Recipients Award **Project** Project(\$) Allocations Strategies Metrics

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2005 BSIR (December 08)

Project View:

Self-Check View:

Grantee/Subgrantee Self-Check:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> Establish/enhance sustainable homeland security exercise program	Retained at State/DTG Level	\$5,500,000	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Establish/enhance sustainable homeland security training program	Retained at State/DTG Level	\$2,000,000	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Community Intelligence Analysis	Retained at State/DTG Level	\$4,000,842	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Domestic Security	Retained at State/DTG Level	\$50,000	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Emergency Management and Administration	Retained at State/DTG Level	\$8,606,759	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Coastal Buffer Zone Protection Program (BZPP)	Retained at State/DTG Level At Request of Local(s)	\$229,051	Project Submitted	<input type="button" value="OK"/>
<input checked="" type="checkbox"/> Transit Security Grant Program (TSGP)	Retained at State/DTG Level At Request of Local(s)	\$593,760	Project Submitted	<input type="button" value="OK"/>

Comments

Submit All




**Click Submit button**

For Additional Detailed Information on the Project tab [click here](#)  
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. Project Self-Check : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:

- Strategies Completion
- Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
- Project Funding & Solution Area Funding tie out
- Metrics Completion

2. Subgrantee Self-Check : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:

- One or more of the projects in ERROR
- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

3. Submitting Projects

- Pass all self-checks
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'



# Funding Module, Project Tab

Recipients Award Project Project (\$) Allocations Strategies Metrics

Current User:  
Jane Doe

Welcome!

Funding

Users

Logout

SAA/DTG Award Information - SA-1-CA-Governor's Office of Homeland Security (SAA) - 2005 BSIR (December 08)

Project View: Project List

Self-Check View: -- Select Self-Check View --

Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<u>A - Establish/enhance sustainable homeland security exercise program</u>	Retained at State/DTG Level	\$5,500,0	Submitted to SAA/DTG	K
<u>B - Establish/enhance sustainable homeland security training program</u>	Retained at State/DTG Level	\$2,000,0	Submitted to SAA/DTG	K
<u>C - Intelligence Analysis</u>	Retained at State/DTG Level	\$4,000,8	Submitted to SAA/DTG	K
<u>D - Port Security</u>	Retained at State/DTG Level	\$50,0	Submitted to SAA/DTG	K
<u>F - Management and Administration</u>	Retained at State/DTG Level	\$8,606,7	Submitted to SAA/DTG	K
<u>G - Buffer Zone Protection Program (BZPP)</u>	Retained at State/DTG Level At Request of Local(s)	\$229,0	Submitted to SAA/DTG	K
<u>H - Transit Security Grant Program (TSGP)</u>	Retained at State/DTG Level At Request of Local(s)	\$593,7	Submitted to SAA/DTG	K

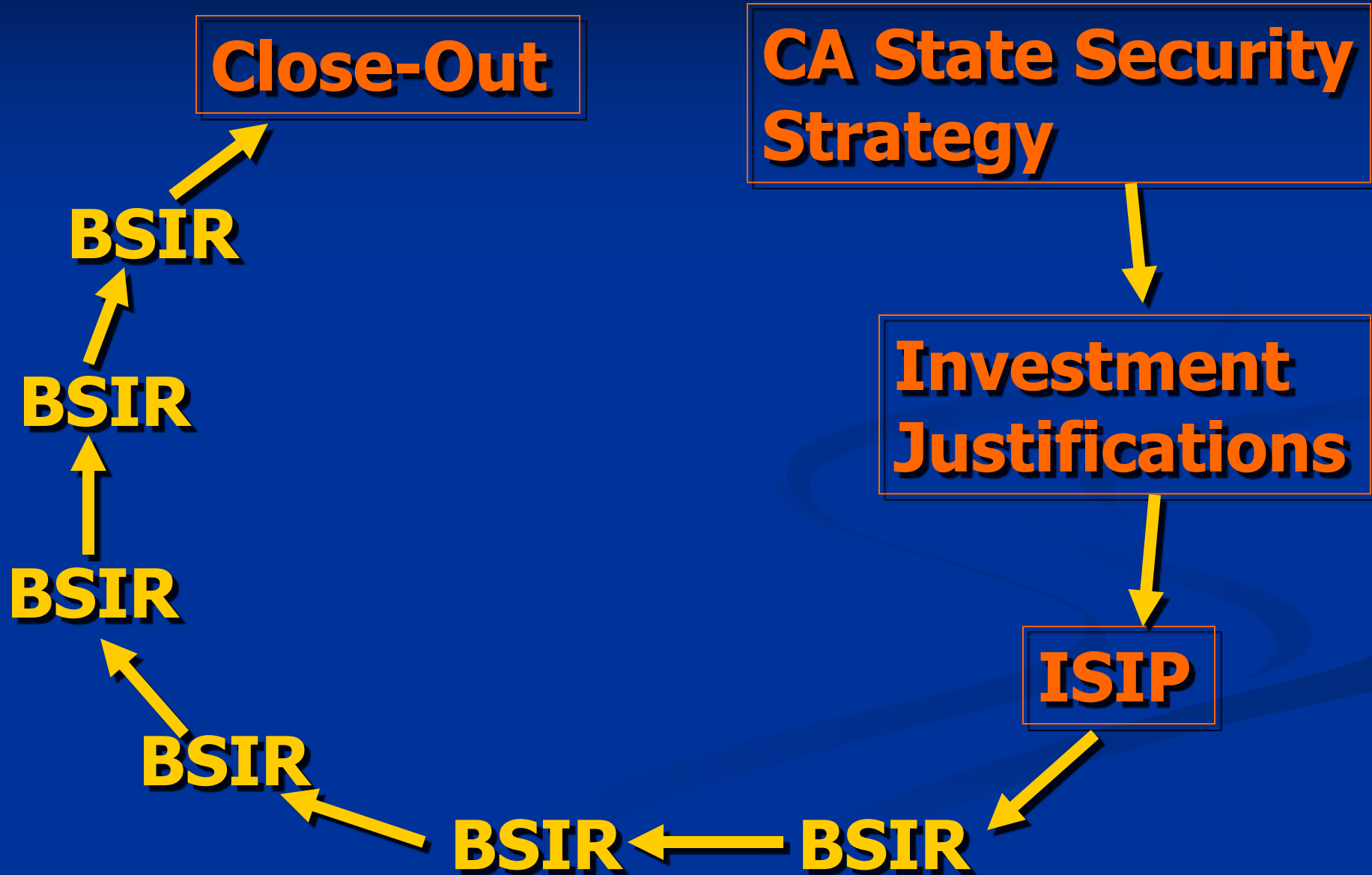
**Project Status:  
Submitted to SAA/DTG**

# **WORKFLOW PROCESS**

# Approval Workflow Process

- **Projects Submitted (Subgrantee)**
- **Projects Submitted to State (Subgrantee)**
- **Accept/Change Request (SAA)**
- **Approved by State (SAA)**
- **Submitted to FEMA (SAA)**
- **Accept/Change Request (FEMA)**
- **Approved by FEMA (FEMA)**

# Federal Grant Reporting Cycle



# GRT Close-Out

- **Final stage in grant reporting cycle**
- **State (SAA) data “Approved by FEMA”**
- **DHS System Administrator ports data into Close-out reporting period**
- **State certifies data accuracy & submits 120 days after end date of award**



# **How To Do BSIR ( 6 steps)**

**Step 1: Go to GRT website**

**Step 2: Unlock/Create Account**

**Step 3: Check Users Module**

**Step 4: Complete Funding Module**

**Step 5: 4 Self-Checks**

**Step 6: BSIR submittal (2 steps)**

# QUESTIONS

# PSIC Module

Welcome!

Current User:  
Jane Doe

Welcome!

Funding

PSIC

Users

Logout

## Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) grant application kits.

## GRT News

• 08/27/2008: GRT Technical Assistance Available Now!

FEMA-sponsored GRT Technical Assistance (TA) will again be available to all States and Territories for the current ISIP and forthcoming BSIR reporting periods. A single on-site TA session of one to two days may be requested for each ISIP and BSIR reporting period. In addition to on-site TA deliveries, FEMA is pleased to offer a convenient web conference TA alternative. Requests for on-site or web conference technical assistance must be made through your FEMA Program Analyst. Please submit your requests as soon as possible in order to allow adequate scheduling time.

## Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

Guidance Documents:

GRT User's Guide

[View](#)

Overview Documents:

Close-Out Overview

[View](#)

For technical assistance, please call: 1-877-812-4357 (toll-free), or e-mail: [GRT Support](#).

# PSIC Module, State Overview Tab

The screenshot shows the PSIC State Overview Tab. The 'State Overview' tab is selected in the top navigation bar. The 'View:' dropdown menu is set to 'State-Level Funding'. The 'PSIC' button is highlighted in the left sidebar. The 'Grand Total' is \$94,034,510.00. The 'Total Match' is \$14,032,784.06. The 'Minimum Required Match' is \$14,032,783.82. The 'Self-Check' status is 'OK'.

**State Level Funding**

**Total PSIC Award**

**Total Minimum Required Match**

State-Level Funding	
	Budget
Statewide Planning:	
M&A:	\$2,821,035.30
Investments:	\$91,213,474.70
<b>Grand Total:</b>	<b>\$94,034,510.00</b>
PSIC Award:	\$94,034,510.00
Self-Check:	OK

State-Level Non-Federal Match Funding	
	Budget
State-Level M&A Match:	\$564,207.06
State-Level Non-Federal Match	
Cash - State:	
In-Kind - Donated volunteer services:	
In-Kind - Donated salaries:	
In-Kind - Donated equipment:	
In-Kind - Donated property:	
In-Kind - Indirect costs:	\$141,052.00
Other:	
Match from Investments:	\$13,327,525.00
<b>Total Match:</b>	<b>\$14,032,784.06</b>
Minimum Required Match:	\$14,032,783.82
Self-Check:	OK

# Investment Summary Tab

## Step 2: Review Investment Funding Data

State Overview | Investment Summary | Federal Funding | Non-Federal Match

Current User: Jane Doe  
Welcome!  
PSIC  
Users  
Logout

### Investment Summary

		Federal Funding
Acquisition	2007 Approved	\$8,530,480.70
	2007 BSIR (December 08)	\$5,387,926.00
Deployment	2007 Approved	\$1,144,800.00
	2007 BSIR (December 08)	\$581,836.00
Planning and Coordination	2007 Approved	\$5,590,493.00

## Step 1: STR-Related Investment

Acquisition and Deployment

2007 Approved	
2007 BSIR (December 08)	

STR Related Investment? No



# PSIC Module, Projects Tab

Federal Emergency Management Agency

[State Overview](#) | 
 [Investment Summary](#) | 
 **[Projects](#)** | 
 [Federal Funding](#) | 
 [Non-Federal Match](#) | 
 [Metrics](#)

Current User:  
 Jane Doe

Welcome!

PSIC

Logout

PSIC Projects - California - Investment #1

View:   
 Projects List  
 Create Project

## Projects List

		Federal Funds	Non-Federal Match	Metrics Complete	Status
<input type="checkbox"/>	<a href="#">Project 01: CA Department of Public Health</a>	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 02: CA Parks/Recreation</a>	\$497,146.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 03: CA Military</a>	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 04: CA Office of Emergency Services</a>	\$7,999,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 05: CA Department of Water Resources</a>	\$229,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 06: CA Department of Justice</a>	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 07: CA Emergency Medical Services Authority</a>	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 08: CA Department of Fish and Game</a>	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 09: CA Department of General Services - Telecommunications Division</a>	\$1,500,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 10: CA Highway Patrol</a>	\$972,836.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 11: CA Department of Corrections and Rehabilitation</a>	\$480,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 12: CalFire</a>	\$575,546.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	<a href="#">Project 13: CA Department of Transportation</a>	\$865,957.00	\$0.00	Yes	Data Entry In Progress
TOTALS:		\$15,116,041.00	\$0.00		

[Check All](#) - [Clear All](#)

Mark Complete

Change Status

Delete



# PSIC Module, Projects Tab

State Overview Investment Summary **Projects** Federal Funding Non-Federal Match Metrics

PSIC Projects - California - Investment #1

View:

Projects List  
Projects List  
**Create Project**

☐ Project 01: CA Department of Public Health

☐ Project 02: CA Parks/Recreation

☐ Project 03: CA Military

☐ Project 04: CA Office of Emergency Services

☐ Project 05: CA Department of Water Resources

☐ Project 06: CA Department of Justice

☐ Project 07: CA Emergency Medical Services Authority

☐ Project 08: CA Department of Fish and Game

☐ Project 09: CA Department of General Services - Telecommunications Division

☐ Project 10: CA Highway Patrol

☐ Project 11: CA Department of Corrections and Rehabilitation

☐ Project 12: CalFire

☐ Project 13: CA Department of Transportation

TOTALS:

\$15,118,041.00

\$0.00

[Check All](#) - [Clear All](#)

Mark Complete

Change Status

Delete

**To create new Project:  
Select Create Project**

# PSIC Module, Projects Tab

State Overview Investment Summary **Projects** Federal Funding Non-Federal Match Metrics

Current User:  
Jane Doe

Welcome!

Funding

**PSIC**

Users

Logout

PSIC Projects - California - Investment #1

View: Create Project

Create Project

Project Name:

Project Description:

Create Project

Cancel

**Create Project**

**Enter:**

**Project Name**

**Project Description**

**Then Click Create Project button**

# PSIC Module, Projects Tab

**Dropdown menu:  
Projects List**

State Overview Investment Summary **Projects** Federal Funding Non-Federal Match Metrics

Current User: Jane Doe

Welcome!

PSIC

View: **Projects List**

	Project	Federal Funds	Non-Federal Match	Measures Complete	Status
<input type="checkbox"/>	Project 01: CA Department of Public Health	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 02: CA Department of Education	\$497,145.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 03: CA Military	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 04: CA Office of Emergency Services	\$7,999,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 05: CA Department of Water Resources	\$229,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 06: CA Department of Justice	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 07: CA Emergency Medical Services Authority	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 08: CA Department of Fish and Game	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 09: CA Department of General Services - Telecommunications Division	\$1,500,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 10: CA Highway Patrol	\$972,636.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 11: CA Department of Corrections and Rehabilitation	\$480,000.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 12: CalFire	\$575,545.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/>	Project 13: CA Department of Transportation				
<b>TOTALS:</b>					

Check All - Clear All

**Click specific Project**

# Federal Funding Tab

State Overview Investment Summary Projects **Federal Funding**

Current User: Jane Doe

Welcome!

**PSIC**

Users

Logout

Federal Funding - California

Project Information

Investment: 1 - State Agency Investments Incl

Project Name: Project 01: CA Department of Pul

Project Description: Interoperable Communications P

Project Funding Table

Acquisition	←
Deployment	←
Planning and Coordination	←
Training	←
Total	

**Project Obligated,  
Funding: Expended**

**Acquisition**

**Deployment**

**Planning &  
Coordination**

**Training**

Expended


Continue

# PSIC Module, Metrics Tab

Logout

Project Metrics

Fields marked with a red asterisk (\*) are required.

Jurisdictions impacted:\*

1-4

Does this project impact State Public Safety Agencies?\*

Yes

Does this project impact Local Public Safety Agencies?\*

UASI(s) Impacted?\*

Tier I Impacted?\*

Does this project impact...

Does this project impact...

Identify the discipline(s)

Agriculture  
Cyber Security  
Emergency Management  
Emergency Medical Services  
Fire Service  
Governmental/Administrative  
HazMat  
Health Care  
Not for Profit/Non-Profit  
Public Health  
Public Works

**Project Complete:  
Now go to next  
Project**

Outcome Metrics

Planning -- Has this project increased your planning and coordination or governance capabilities?

Regionalization and Collaboration -- Has this project increased operational capabilities and collaboration with other agencies/jurisdictions in the region?

Information Sharing -- Has this project increased your ability to share and receive information (voice or data) with other agencies?

Capacity -- Has this project increased your capability to carry out interoperable communications by expanding capacity (e.g., purchased more equipment, increased signal coverage)?

Functionality -- Has this project helped to establish a new functional capability (e.g., new technological features, new technological solutions)?

Sustainment -- Has this project increased the life expectancy of your systems or equipment?

Resiliency -- Has this project improved your ability to recover from an interruption in emergency communications?

Personnel Proficiency -- Has this project increased the skills, expertise, or knowledge of your emergency communications personnel?

Which outcome was the primary focus of this project?

Return to Projects tab



# PSIC Module, Projects Tab

State Overview Investment Summary **Projects** Federal Funding Non-Federal Match Metrics

PSIC Projects - California - Investment #1

View: Projects List

## Projects List

Current User:  
Jane Doe

Welcome!

Functions

PSIC

Users

Logout

Project Name	Federal Funds	Non-Federal Match	Metrics Complete	Status
<input type="checkbox"/> Project 01: CA Department of Public Health	\$399,293.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/> Project 02: CA Parks/Recreation	\$497,145.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/> Project 03: CA Military	\$399,293.00	\$0.00	Yes	Data Entry In Progress
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<input type="checkbox"/> Project 06: CA Department of Justice	\$399,293.00	\$0.00	Yes	Data Entry In Progress
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<input type="checkbox"/> Project 12: CalFire	\$575,545.00	\$0.00	Yes	Data Entry In Progress
<input type="checkbox"/> Project 13: CA Department of Transportation	\$865,957.00	\$0.00	Yes	Data Entry In Progress
<b>TOTALS:</b>	<b>\$15,116,041.00</b>	<b>\$0.00</b>		

[Check All](#) - [Clear All](#)

Mark Complete

Change Status

Delete

# PSIC Module, State Overview Tab

State Overview Investment Summary Projects Federal Funding Non-Federal Match Metrics

Current User: Jane Doe  
Welcome!

PSIC

PSIC State Overview - California

View: Investments List

## Investments List

#	Investment Name	Approved Budget	Current Budget	Acquisition & Deployment	Non-Federal Match	Status
1	State Agency Investments Including Statewide Initiatives	\$15,985,866.70	\$15,985,866.70	\$6,140,058.00	\$1,535,014.00	Submitted to FEMA
2	Los Angeles Regional Interoperable Communications System	\$22,278,788.00	\$22,278,788.00	\$0.00	\$0.00	Submitted to FEMA
3	Central California CALSIEC / Fresno UASI Interoperable Communications Project	\$5,431,433.30	\$5,431,433.30	\$4,747,781.00	\$1,186,945.00	Submitted to FEMA
4	Northern Planning Area (NPA)	\$2,444,897.26	\$2,444,897.26	\$1,677,160.00	\$419,290.00	Submitted to FEMA
5	Orange County & Concurrent County/City Interoperable Communications Development Plan	\$12,748,170.00	\$12,748,170.00	\$12,551,395.00	\$3,137,849.00	Submitted to FEMA
6	Bay Area SUASI in coordination with the Capitol/Bay Area Planning Area	\$14,941,978.82	\$14,941,978.82	\$11,736,870.00	\$2,934,218.00	Submitted to FEMA
7	Capital Public Safety Interoperable Communications Program	\$7,850,241.62	\$7,850,241.62	\$6,924,737.00	\$1,731,184.00	Submitted to FEMA
8	San Diego Urban Area & Imperial County Interoperability Improvements	\$9,532,101.00	\$9,532,101.00	\$9,532,101.00	\$2,383,025.00	Submitted to FEMA
TOTALS:		\$91,213,474.70	\$91,213,474.70	\$63,310,100.00	\$13,327,525.00	

**Any PSIC  
QUESTIONS?**